



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING



ISMAEL AHMED
DIRECTOR

Date

Name

Address

City, State, Zip

Dear Adoptive Family,

This letter is being sent to inform you that Adoptive Placement/Adoption Finalization of your child occurred on Insert Date. The following information is being provided to clarify various areas of importance.

- **ADOPTION SUBSIDY**

Support Subsidy Payment – If your child was approved for adoption support subsidy, payment will begin with the date of adoptive placement. Payments for foster care will end on the adoptive placement date.

Your worker will request that the support subsidy payments be started. Adoption subsidy payments are issued once a month, usually by the 15th of the month. Your first check should be received within 4-6 weeks following adoptive placement. It will almost likely include a prorated amount for the month that the adoption occurred as well as the payment for the current month. You will not be required to complete bi-weekly or monthly paperwork in order to receive your check. However, be sure to report any changes of address to the subsidy office immediately so that payments are not interrupted.

- **MEDICAID**

All adopted children are eligible for Medicaid from the date of adoptive placement until the date of adoption finalization. You will receive a new Medicaid card with the child's adoptive name. He/she will be assigned a new Medicaid number so be sure to inform your medical providers of this change to avoid billing problems.

If your child was approved for adoption support subsidy, he/she may be eligible for ongoing coverage following the finalization of your adoption. Please refer to your subsidy contract for this information.

If your child was not eligible for ongoing Medicaid through the subsidy program, it will be necessary for you to file an application for Medicaid at your local DHS office to determine if you are eligible for coverage following adoption finalization.

- NEW BIRTH CERTIFICATE

An application for a new birth certificate was made at the time of adoption finalization. The court will forward your application to Vital Records for processing. You should receive your new birth certificate approximately 4-6 weeks following finalization of your adoption. You will need this document to apply for a new social security number, add the child to your health insurance etc.

- SOCIAL SECURITY CARD

Once you receive your new birth certificate, you will need to file for a new social security number for your child. Your child should be assigned a NEW NUMBER instead of using the previous number given to the birth parent. When completing the application, be sure to indicate that the child does NOT currently have a number with the new adoptive name. A new number is necessary for tax filing purposes and to ensure that the child is listed with the Social Security Administration as your dependent.

- ADOPTION TAXPAYER IDENTIFICATION NUMBER (ATIN)

If adoptive placement occurs in one calendar year and the adoption is not finalized until the following year, you may need to file for an ATIN with the Internal Revenue Service (IRS). This is a temporary identification number issued by the IRS when a Social Security Number cannot be obtained for an adopted child, because the adoption has not been finalized. This will allow you to claim the child as your dependent when filing your federal tax return. You will need to request Form W-7A, "Application for Taxpayer Identification Number for Pending U.S. Adoptions" from the IRS. You can obtain this by contacting any of the following:

- IRS Walk-in site (check IRS website at www.irs.gov)
- General IRS Phone Number: 1-800-829-3676
- By Mail: IRS Austin Service Center, ATIN UNIT, P.O. Box 934, Austin, TX 78767.

- NON-RECURRING EXPENSES

You may be eligible to receive a refund for adoption related expenses through the adoption subsidy program. Refer to your adoption support subsidy contract for this information. Your worker will request that these expenses be refunded to you following finalization of the adoption.

- POST-ADOPTION SERVICES

Various post-adoption services are available to you following the finalization of your adoption. These would include:

- Service approved through medical subsidy program, if qualified.
- Referral information for community services through your adoption agency or local DHS office.
- Local adoption support and advocacy groups. Please refer to the Michigan Adoption Resource Exchange website (www.mare.org) for a list of resources.

Please contact me if you have any questions regarding the above or if I can provide any assistance to you and your family.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

Sincerely,

Worker

Agency

Address

Telephone Number

Cc: Supervising Agency